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JOB OUTPUT PROCESSING

This section specifically describes services to customers who print their work at the Data Center. It also describes services for customer production systems that are being turned over to the I/O Operations section to process per customer request.

This section should be read by Data Center and customer programmer/analyst who are responsible for generating reports at the Data Center or responsible for setting up production systems that will be controlled by the Data Center I/O Operations section.

Some customers may want the Data Center to be totally responsible for processing their production work. This service is available through the I/O Operations Section. In order for a production job to be handled in this mode, documentation should be submitted to the QA Analyst in Operations Support.

Once a production job has been processed, the I/O Operations section will be responsible for the following basic items:

1. To ensure that all requested reports were generated and the output sent to the customer is complete.

2. To be sure that any "special" instructions concerning the processing of the job were followed.

DETACHING

The Data Center offers detaching service for reports printed in the I/O Operations area. This will separate reports into single pages. Customers needing this service must document the need on their Report Disposition (DOADC-270) documentation.

JOB DISTRIBUTION PROCEDURE

Reports printed at the Data Center are separated by I/O Operations. The reports are processed by I/O Operations according to report indentification to customer documentation. The reports are individually logged out and organized for messenger delivery.

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OUTPUT IDENTIFICATION FOR THE HDS SYSTEM

To facilitate the accurate distribution of output from the IBM System, the following output of identification codes need to be used. Effective March 3, 2003, output will be distributed based on the Agency Identifiers listed starting on page 3 of this section.

For information on the proper format for entering the destination code in your JOBCARD, refer to section 1202.11 IBM JOBCARD PARAMETERS.

All Payroll and AFIS output will be distributed based on the agency identifiers listed starting on page 5 of this section.

Please make use of this simple procedure to help insure that computer output is delivered to the correct location.

If you have any questions, please contact the I/O Operations Supervisor on duty at 542-5621.

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The following are the destination codes to be used for output to be delivered by the DOA Data Center.

AGENCY OR AGENCY DIVISION NAME	I/O OPERATIONS VALID DESTINATION CODES
Administration, Department of	DOA
Data Resource Management	DOA
I/O Operations	CTL
Information Center	INF
Operations	OPR
Operations Support	OPS
Quality Assurance	OPS
Tape Library	CA1
Technical Support	TEK
Security Administration	DOA
Systems and Programming	DOA
Facilities Planning & Construction	FPL
Statewide Systems	SWS
HRMS (Human Resource Mgt.)	HRM
AFIS Production - Finance	AFSF
AFIS Production - Capitol	AFSC
AFIS Production - DCW	AFSW
Payroll	PAY
PPMIS	PPM
Agriculture, Department of	AAH
AHCCCS	AHC
Attorney General, Office of	ATT
Auditor General	AUD
APIS	APC
Arizona Council for the Deaf	CFD
Board of Tax Appeals	TAX
Corporation Commission	CPN
Corrections, Department of	DOC
Dept of Vocational Rehabilitation	DVR

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Economic Security, Department of	DES
Education, Department of	EDU
Facilities Planning and Construction	FPL
Game and Fish Department	GAF
Health Services, Department of	HLT
Industrial Commission	ICA
Industries for the Blind, Arizona	AIB
Insurance Department	INS
Joint Legislative Budget Committee	JLB
Library Extension Service	LES
Land Department	LND
Motor Pool	MOT
Nursing, Arizona State Board of	NRS
Occupational Licensing Building	OLB
Personnel	PER
Postsecondary Education	PSE
Property Management	PRM
Purchasing	PUR
Real Estate Board	REB
Registrar of Contractors	ROC
Retirement System	RET
Revised Capitol Inventory System	INV
Risk Management	RSK
State Compensation Fund	SCF
State Livestock Board	LIV
State Liquor Board	LIQ
Secretary of State	SOS
State Treasurer	TRE
State Hospital	HOS
Supreme Court	CRT
Technical Registration, Board of	BTR
Water Commission	WTR
Weights and Measures, Department of	WAM
Youth Treatment & Rehabilitation	DJC

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The following are the destination codes to be used for PAYROLL and AFIS systems run on the IBM.

AGENCY OR AGENCY DIVISION NAME	DESTINATION CODE
General Accounting Office	AAA
Accountancy Board	AB
Administration, Department of	AD
Radiation Regulatory	AE
Affirmative Action	AF
Agriculture, Department of	AH
Agricultural Employment Relations Board	AR
AHCCCS	HC
Appraisal Board	AP
Acupuncture Board	AN
Arts, Commission of the	HU
Arizona State University	ASA
Attorney General, Office of	AG
Auditor General	AU
Auto Theft Prevention Authority Fund	AT
Barbers, Arizona Board of	BB
Banking Department	BD
Board of Fingerprinting	BF
Behavioral Health Examiners, STB of	BH
Boxing Commission	AC
Building and Fire Safety, Dept. of	MM
Chiropractic Examiners, State Board of	CE
Coliseum, Veterans Mem. & Expo. Cntr.	CL
Citizens Clean Elections	EC
Commerce, Department of	EP
Community Colleges, State Board Dir. of	CM
Corporation Commission	CC
Corrections, Department of	DC
Cosmetology, Board of	CB
Court of Appeals - Div. I	CO
Charter School Board	CS
Court of Appeals - Div. II, Tucson	CT
Criminal Justice Commission, AZ	JC
Deaf & Blind, AZ St. School for the	SD
Dental Examiners, Board of	DX
Disease Control Research Commission	DI
Dispensing Optician, Board of	DO

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Economic Security, Department of	DE
Education, Department of	ED
Equalization Board	EQ
Emergency Services	ES
Environment, Commission of AZ	EN
Environment Awareness Education Fund	EEA
Environmental Quality, Dept. of	EV
Funeral Directors & Embalmers, STB of	FD
Game and Fish Department	GF
Grand Canyon Airport Authority	GC
Geological Survey, Arizona	GS
Gaming, Dept of	GM
Governor's Office of Highway Safety	GH
Government Information Technology	GT
Governor, Office of	GV
Health Services, Department of	HS
Hearings, Office of Administration	HG
Hearing Impaired, AZ Council for the	DF
Historical Society, Arizona	HI
Historical Society, Prescott	PH
Homeopathic Med. Examiners, AZ Bd. of	HE
Housing, Dept of	HD
House of Representatives	HO
Indian Affairs, Commission of	IA
Industrial Commission	IC
Industrial Commission Review Board	IB
Insurance Department	ID
Joint Legislative Budget Committee	JL
Land Department	LD
Law Enforcement Merit System Council	LW
Legislative Council, Dept. of	LC
Library and Archives, Dept. of	LA
Liquor Licenses & Control, Dept. of	LL

NOTE: All agencies with an "A" listed after their two-digit destination code will receive AFIS reports only. All other agencies will receive both AFIS and PAYROLL reports.

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AGENCY OR AGENCY DIVISION NAME   **DESTINATION CODE**

Agency or Agency Division Name	Destination Code
Lottery, Arizona	LO
Medical Examiners, Board of	ME
Medical Student Loans Board	MSA
Military Affairs I, Dept. of	MA
Mine Inspector	MI
Mines and Mineral Resources, Dept. of	MN
Naturopathic Phys. Medical Examiners	NB
Northern Arizona University	NAA
Nursing Care Exam Board	NCA
Nursing, Arizona State Board of	BN
Oil and Gas Commission	OGA
Optometry Board	OB
Osteopathic Examiners Board	OS
Occupational Therapy Examiners Board	OT
Personnel Board	PB
Pardons & Paroles Board	PP
Parks Board	PR
Pharmacy Board	PM
Physical Therapy Examiners, STB of	PT
Pioneer's Home, AZ	PI
Podiatry Examiners, STB of	PO
Postsecondary Education, AZ Comm. for	PE
Power Authority, AZ	PA
Private Postsecondary Education, STB	PV
Psychologist Examiners, STB	SY
Public Safety Department	PS
Ranger's Pension	RPA
Racing, Department of	RC
Real Estate Board	RE

NOTE: All agencies with an "A" listed after their two-digit destination code will receive AFIS reports only. All other agencies will receive both AFIS and PAYROLL reports.

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AGENCY OR AGENCY DIVISION NAME	**DESTINATION CODE**
Regents, Arizona Board of	BR
Registrar of Contractors	RG
Residential Utility Consumer Office	UO
Respiratory Care Examiners, Board of	RB
Retirement System	RT
Revenue, Arizona Department of	RV
Default Agency (Use to Balance AFIS/PAYROLL)	SS
Sick Leave Benefits Program	YY
Secretary of State	ST
Senate, Arizona State	SN
Space Commission, Arizona	SC
Structural Pest Control Commission	SB
Supreme Court	SP
Tax Appeals, Board of	TX
Technical Registration, Board of	TE
Tourism, Office of	TO
Transportation, Department of	DT
Treasurer, Office of	TR
University of Arizona	UAA
Uniform State Laws, Ariz. Comm. of	UL
Veteran's Service Commission	VS
Veterinary Medical Examining Board, AZ	VT
Water Conservation Commission	WTA
Water Resources, Department of	WC
Water Infrastructure Finance	WF
Watercraft License Board	WL
Weights and Measures, Department of	WM
Youth Treatment & Rehabilitation	DJ

NOTE: All agencies with an "A" listed after their two-digit destination code will receive AFIS reports only. All other agencies will receive both AFIS and PAYROLL reports.

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SERVICE The Data Center Messenger Service is intended for the transfer of material from the Data Center to Data Center customers and from Data Center customers to the Data Center. Courier service is supplied daily to customers per a schedule maintained by the I/O Operations Supervisor. The service is not intended for transferring other than Data Center related material.

To inform customers how the Data Center messenger service operates.

Data Center customers will be notified of delays (caused by a break down, etc). The messenger schedule will be adhered to and the Data Center driver should be at the customer's site within ten minutes of the scheduled time.

CURRENT SCHEDULE The following schedule is applicable as of January 28, 2003.
Updated schedules is available on request from the I/O Operations Supervisor.

REQUEST FOR SERVICE Request for service should be made, in writing, to the I/O Operations Supervisor. Telephone 602-542-5623.

RESTRIC-TIONS Please do not request the messenger to handle documents to individuals or agencies other than the Data Center. The Data Center messenger service is limited to customers within a 5-mile radius of the Data Center. Delivery outside the 5-mile radius will be routed through the State Mailroom unless the customer can make other arrangements. This service is geared toward "one" distribution point per customer. The customer will make the remaining distribution.

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DELIVERY SCHEDULE
1ST SHIFT

*6:30
YOUTH TREATMENT & REHAB.
DOA HUMAN RESOURCES GROUP INS.
1624 W. ADAMS – 4TH FL.
.

*6:45 A.M. – **1:00 P. M.
DES/PERSONNEL
1717 W. JACKSON ST.
COMPUTER DROP – 1ST DOOR
HUMAN RESOURCES – 2nd FL.

*7:05 A.M. – **1:35 P.M
DOA – ISD 100 N. 15TH AVE.
103 – DOA PERSONNEL - BENEFITS
261 – DOA HUMAN RESOURCES
201 – MANAGEMENT SERVICES DIV.
301 – RISK MANAGEMENT
302 – GENERAL ACCOUNTING

&7:20
CORP. COMMISSION
1200 W. WASHINGTON

&7:35
DEPT. OF ENVIRONMENTAL QUALITY
1200 W. WASHINGTON ST. RM 101A

*8:00
INDUSTRIAL COMMISSION
800 W. WASHINGTON
BASEMENT

*8:15 A.M. – **12:30 P.M.
AHCCCS
801 W. JEFFERSON
1ST FL. – COMPUTER RM.
701 W. JEFFERSON - SECURITY

*8:30
DEPT OF EDUCATION
1535 W. JEFFERSON ST.

*8:45
DEPT. OF CORRECTIONS
1601 W. JEFFERSON ST./BASEMENT

*9:10
AZ. DEPT. OF TRANSPORTATION
206 S. 17TH AVE - PERSONNEL
RM 178 (COMPUTER ROOM)

*9:25 A.M. – **1:15 P. M.
DOA MAIL ROOM
1802 W. JACKSON

*9:45
DEPT OF HEALTH SERVICES
1740 W. ADAMS
1ST FL. PERSONNEL

*10:00
STATE RETIREMENT
3300 N. CENTRAL AVE.
14TH FL. - PAYROLL
15TH FL. - PERSONNEL

*10:15   A.M. – **1:30 P.M.
DEPT. OF CORRECTIONS (DOCC)
2222 N. CENTRAL
PAYROLL - 4TH FL.

*MUST STOP
**MUST STOP – P.M. RUN
&OPTIONAL STOP

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DELIVERY
1ST SHIFT
SPECIAL DELIVERY

*9:00 A.M. & 11:00 A.M.
DEPT. OF REVENUE
1600 W. MONROE
2ND FL. COMPUTER ROOM

**14:00
DEPT. OF REVENUE
1600 W. MONROE
2ND FL. COMPUTER ROOM

*9:15 A.M. & 11:00
DOA – RECEPTIONIST
100 N. 15TH AVE.
4TH FL (ALL DOA)

**14:10
DEPT OF TRANSPORTATION
206 S. 17TH AVE.
COMPUTER ROOM

&9:20 DOA DIRECTOR
DOA – 4TH FL.
MSD – 2ND FL. RM 201

**14:20
DOA – RECEPTIONIST
4TH FL. (ALL DOA)

&9:30
RISK MANAGEMENT
DOA – 301 RECEPTIONIST DESK

*9:40
**11:30
DEPT OF TRANSPORATION
206 S. 17TH AVE
COMPUTER ROOM

PER REQUEST BY REVENUE: DURING TAX SEASON, THE COURIER WILL PICK UP AND RETURN ANY CARTRIDGES TO THE DATA CENTER.

*MUST STOP
**MUST STOP – PM RUN
&OPTIONAL STOP

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DELIVERY SCHEDULE

2ND & 3RD SHIFT

2ND SHIFT

*16:00
DEPT. OF REVENUE
1600 W. MONROE
2ND FL. COMPUTER ROOM

&16:15
HEALTH SERVICES
1740 W. ADAMS
1ST FL. RM. #101

&16:45
DEPT. OF ENCOMIC SECUIRTY
1720 W. ADAMS

&17:00
DEPT. OF EDUCATION
1535 W. JEFFERSON
3RD FLOOR

**17:15
AZ. DEPT. OF TRANSPORTATION
206 S. 17TH AVE
COMPUTER ROOM

2ND SHIFT

*17:30
DOA MAILROOM
1802 W. JACKSON

**17:45
DOA - ISD
100 S. 15TH AVE.
DOA - 4TH FL.
GAO - RM 302

*MUST STOP
**MUST STOP – P M
&OPTIONAL STOP

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FORMS STORAGE

To assist Data Center customers in maintaining sufficient inventory of special forms to provide continuity in the production of their work.

To provide instructions on special forms storage. The I/O section will store limited amounts of customer forms that will be printed at the Data Center. It is the customers' responsibility to keep supplies stocked at the Data Center. All Special run jobs, after job is completed all unused form will be return to Customer.

Agencies having special forms printed at the Data Center are required to purchase their own special forms.

All special forms sent to the Data Center must be clearly marked with the following information:

A.   The agency it belongs to.

B.   The name of the form as it will be called on the computer. (When a form is not at ISD or is not marked in accordance with the computer, the operator will terminate the job and the agency notified).

Be certain that enough forms are on hand at ISD. It is up to the agency to supply the Data Center with enough forms to meet their needs, based on the amount of any form that is to be used within a given job. Any extra forms will be sent back to the agency.

The Data Center supplies 1-part, 3-hole, No-hole Xerox paper for the use of its customers. It is the responsibility of the customer to provide all other paper, forms, etc., for use at the Data Center.

Security and confidentiality of the customers input and output is of paramount concern to us at the Data Center. The following procedure is implemented to insure input and output is secured.

The measure outlined is designed to protect the customer's reports/tapes/cartridges From getting into the "wrong hands" and being stolen or lost.

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CUSTOMER RESPONSIBILITY & AUTHORIZATION LIST

Customers will submit and/or update the authorization list and send it to the Data Center. The list has the names of employees authorized to submit and pick up work at the Data Center. This is designed to protect the customer's reports/tapes/cartridges from getting into the wrong hands stolen or lost.

DATA CENTER ACTION

When someone comes in to pick up work, tapes, reports or cartridges, their identification will be checked against the list of authorized persons designated by the Data Center customer. The Data Center will not release output unless we have established positive identification of authorized agents.

HANDLING OF SENSITIVE FORMS

Handling of sensitive forms is a very critical part of I/O Operations responsibility toward Data Center Security. Since it is the I/O Operations section who receives the sensitive forms for the Data Center. Also sends the sensitive forms respective agencies, it is the complete responsibility of the I/O Operations section to maintain detailed records of all sensitive forms. All serial numbers on these sensitive forms must be recorded, as input and output and any discrepancies in these records must be reported to the Supervisor. The Supervisor will investigate these discrepancies and have them corrected.

I/O Operations Personnel are to personally deliver all sensitive forms to their appropriate destination. No visitors to the Data Center are to be allowed to handle any of the special forms.

All voids are to be stamped. If a whole set of sensitive forms is voided, each form is to be stamped "void" before it can leave the Data Center.

Any violation of rules regarding the handling of sensitive forms should be brought to the attention of the shift Supervisor.

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SENSITIVE FORMS

It is the duty of all Data Center personnel to protect sensitive forms that are stored and printed here at the Data Center. These sensitive forms we handle are:

PAYROLL WARRANTS   GENERAL FUND AFIS WARRANTS

As sensitive forms arrive at the Data Center, I/O Operations personnel are to verify that all forms are accounted for and logged in the appropriate forms control sheet. Each set of sensitive forms sent will have:

1. All voids stamped as such. The only exception is a badly printed or torn warrant in the middle of good warrants that would appear on the register as a good form. It would then be the responsibility of the using agency to handle the voiding and recreation of that form. Any void in the middle of a run when Data Center personnel handle a restart and have the voided warrants appear on the register as such will be stamped void.

2. All forms logged out on the appropriate forms control sheets.

   a. Show voids separately from good forms.

   b. Show sequentially.

   c. If there is a difference between the last logged form and the first one available to log, notify your supervisor immediately so a search for the missing numbered form(s) can be initiated. All numbers must be accounted for on the log. If the rest of the unused forms are not stored at the Data Center, all unused forms will be logged out as such.

3. A Serial Number Forms Receipt accompanies all forms leaving the Data Center.

   a. All voids and good numbers are logged on the receipt along with any unused forms.

   b. Any necessary comments can be written on the form.

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4.   All Serial Number Forms Receipts must be logged.

  a.   There is a Serial Number Forms Receipt Log available where the serial
          number, the place where the form is sent and the type of form, is logged
          before it is sent out.

  b.   After the customers have received the forms and signed the receipt, the
          receipt is returned to the Data Center where it is logged back in and then
          filed.

5.   Any blank forms requested by the customer to be sent as such for hand issue
        must be logged as such using all logs/receipts as used forms.

All special forms sent from the Data Center must be hand-delivered to the using
agency by Data Center personnel. All warrants before they are sent out of the I/O
Operations Section must be checked for accuracy by the use of the registers. The
beginning and ending warrants will be checked, compared against the registers. The
warrants preprinted number and the computer-printed number will be compared, if
applicable. The checking procedure should cover the following areas:

1.   Warrant number against preprinted warrant number, if applicable.

2.   Social Security Number, if applicable.

3.   Dollar amounts, numeric/alpha.

4.   Name and address of the payee.

5.   Dates, void/date issued.

**SHREDDING
REPORTS**

The shredder is located in the distribution area and can be worked by any I/O
Operations personnel when the opportunity arises. Any critical listings waiting to be
shredded should be guarded for security until they can be shredded.

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CHECK-OFF SHEETS (DOADC-270)

For each production job (jobs that Operations sets up) and each remote system that has reports that are specially handled, a report check-off sheet is provided as a means of knowing what reports were printed here. Production jobs have blank check-off sheets available in tubs, filed by the $ID-JOBNAME.

As the jobs come off, the appropriate check-off sheet is used to record the reports generated by the run. The I/O Operations Section maintains the check-off sheet using information supplied by the using agencies or programmer in charge. If there are any discrepancies, a copy of the completed check-off sheet should be directed to the I/O Operations Supervisor to be checked out with the appropriate person. Check-Off sheets (DOADC-270) are located in File Cabinet in I/O Operations area.

REPORT DISPOSITION

Documentation is kept on file in I/O Operations for all production job reports and some reports from remote terminals that are to be specially handled. The documentation is in the form of a Check-Off Sheet, one of which is to be completed for each report.

These Check-Off Sheets are submitted by the using agencies or Data Center programmer in charge and are input to the files through the I/O Operations section.

Any discrepancies between the check-off sheets and actual reports should be brought to the attention of the I/O Operations Supervisor to be checked out and corrected.

CREDIT REQUESTS

Credit requests are to be submitted by the customer for all production jobs that have abnormal terminations or must be rerun due to one of the following:

> Operator Error
> Hardware Error
> I/O Operations Procedure

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LOGGING FOR COURIER

All completed jobs that have output that prints at the Data Center and all other materials leaving the I/O Operations area must logged out in the Courier Service Log.

When completed reports are brought into I/O Operations, I/O Operations personnel are to process them as quickly as possible. Any special handling (bursting, etc.) is to be done and then the job is to be logged out in the appropriate place.

There are two log books. One for agencies A - Z. The second is for Finance, DOA , Data Center East and Technical Support.

All output is to be logged, no matter how insignificant it seems, and as thorough a description as possible, as this is the only means of checking "lost reports" with the courier.

STOCK INVENTORY

The I/O Operations Supervisor is in charge of maintaining adequate supplies adequate supplies of all stock (paper, ribbons, etc.) so it is imperative that a weekly stock inventory be taken and necessary supplies be ordered.

Inventory is done by 1st shift on Monday morning and is taken on two types of items:

1. Data Center Computer Stock

2. User Special Forms

Any Data Center computer stock that is low will be noted by the I/O Operations Supervisor, who will request the necessary purchase orders, be written up. Customers storing forms at the Data Center, it is their responsibility to ensure that an adequate supply of forms is available for their processing needs.

The stock room area is laid out in an orderly manner and a list of agency forms and their location in the stock room has been made and is available for assistance in the location of supplies.

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AUXILIARY EQUIPMENT

One service the I/O Operations Section provides is the use of Auxiliary Equipment bursting, and cutting computer output for our customers. This is the one function that I/O Operations does not charge for and is a very critical part of processing computer output for customers.

Generally, the information as to what auxiliary equipment functions are required for a report is provided on the Check-off sheets which is required for production documentation.

FORMS INVENTORY

It is the duty of all I/O Operations Personnel to ensure that adequate supplies of special forms that are used in I/O Operations (logs, checkoff sheets, etc.) are on hand at all times.

Whenever a supply of forms begins to get low, notify I/O Operations Supervisor indicating the form number and name.

Upon receipt of the forms, I/O Operations will then file them away in the appropriate spot.

ASSISTING WITH DOCUMENTA-TION

Although it is the duty of the I/O Operations to provide complete, accurate report dispositions, check-off sheets, all I/O Operations personnel have the responsibility of bringing any errors insufficiencies, to the responsible person's attention so that action can be taken on the matter.

The Remedy ticket will be generated to document all problems and should be followed accordingly.

Requests for check-off sheets should be forwarded to the Quality Control Analyst who will have looked over documentation after it has been approved; it will be given to the I/O Supervisor.

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WORK PICKED UP AT RECEPTION AREA

Any customer may, at one time or another, come to the Data Center to pick up work they are particularly interested in. In all cases, the work must be logged in the courier service log and signed for by the customer.

The currently contracted microfiche vendor for the state will pick up tapes/cartridges in the I/O area. All tapes/cartridges are to be logged out to the vendor and the vendor's representative must sign for the tapes they receive.

Other pick-ups may be made from time to time of unused forms etc.. The Supervisor and any specific instructions outlined will identify each pick-up of that nature to I/O Operations. As a general rule, all materials leaving the Data Center must be logged out and then signed for by the person who picks up.

OFFICE SUPPLY NEEDS

I/O Operations personnel are in charge of ordering supplies. It is the responsibility of all personnel to call attention to supplies that are getting low and special supplies that are needed.

COURIER SERVICE

Courier Service is supplied daily to customers per a schedule maintained by the I/O Operations Supervisor. Any additions required are requested by customers and the additions approved and added by the I/O Operations Supervisor. The courier is to stay as close to his schedule as possible.

I/O Operations personnel, at the direction of the I/O Operations Supervisor may relay any long delays in deliveries (caused by a breakdown, etc.) to customers.

I/O Operations personnel other than messenger and delivery drivers may, at times, be required to handle the Courier Service runs.

A procedure has been established for orderly communication of changes made to documentation.

CHANGES

The documentation turnover book is to be placed outside the supervisor's office. When the I/O Operations personnel has made any entry into the book. All I/O first shift supervisor will pass this on to the second shift supervisor who will in turn pass it on to the third shift personnel. The documentation turnover book will then be placed on the shelf with the regular shift turnover.

When second or third shift personnel enter information into the documentation notebook, this will be turned over to the first shift supervisor.

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FILE RETENTION

Files maintained by I/O Operations are saved per the following:

File	Retention
Report Check-Off Sheets	1 mo.
Shift Turn-Over Sheets	2 mos.
Serial Numbered Forms Control Sheets (Warrants, ATPs)	Indefinite
Computer Job Log Sheets	2 mos.
Courier Service Logs	2 mos.

I/O OPERATIONS MANUALS, LOGS & REPORTS

MANUALS

I/O Operations and Procedures Manual
Policy and Standards Manual
I/O Operations Miscellaneous Information

LOGS

Shift Turn-Over Message
Warrant Register (One for each Serial Numbered form)
Serial Numbered Forms Receipt Log
Computer Log
Courier Service Log
Stock Inventory
Production Job Check-Off Sheets
I/O Operations Tape/Cartridge Release

REPORTS

Special Forms Inventory (By Customer)
I/O Operations Supervisor Status Report
Attendance Report
Organizational Chart
Forms Inventory (Data Center Forms)

Section:	01	Title:	Operations
Sub Section:	04	Title:	Distribution & Messenger
Document:		Title:	

FACILITY ACCESS RESTRICTIONS

Security of the Data Center is of the utmost importance and access to the areas beyond the door into I/O Operations is strictly limited. It is the responsibility of I/O Operations personnel to protect this security. Only the Data Center Manager, Operations Manager, and employees of the Operations and I/O Operations sections are to be admitted beyond the door. All other authorized persons are to receive a visitor badge and sign in.

The I/O Operations door is to remain locked and someone must be in the I/O Operations area to intercept anyone entering the area.

The I/O Operations door to the hall must remain locked. The door may be unlocked to admit authorized persons by using the special lock on the door.

The outside doors to the building are locked from 1700 to 0700 daily. Access is through the NE door only and is controlled by a guard for those persons who may need to be admitted during those hours. The guard as an added security measure announces visitors to the I/O Operations Section. All employees and visitors during that time must sign in and out on a log that the guard maintains. In addition to signing in and out on the log, all employees must display their Employee Identification Cards when entrance to the building is desired and at any other time when requested do so. NO EMERGENCY EXITS ARE TO BE USED TO LEAVE THE BUILDING EXCEPT IN AN EMERGENCY.

Any violations of the security rules must be reported to the shift supervisor and disciplinary action may be taken.

There will be no smoking, eating or the consumption of a beverage around the printer area. These restrictions also apply to the 3rd floor of the Data Center building.

DATA SECURITY

I/O Operations personnel have access to sensitive information and it is the duty of each employee to guard the privacy of a customer and the Data Center by not giving out information to anyone.

Station IDs are unique to each agency terminal and are to remain unknown only to the using agency. Again, the courier is responsible for delivering the proper job to the proper Administration Services destination.

Account numbers are issued by Fiscal Office to agencies upon request. Any questions on account numbers should be directed to the Fiscal office.

Section:	01	Title:	Operations
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DATA SECURITY   Some agencies print reports with highly sensitive data. No visitor will be permitted to look through printed reports and no employee is to reveal information printed on these reports to anyone.

General rules for this area:

1.   Do not give out any passwords, station ID's or account numbers to anyone. Refer requests of this nature to your Supervisor.
2.   If there are visitors in the I/O Operations area, make sure that they do not look through files or computer input or output.
3.   If you have reason to believe that someone has gained access to information to which they were not entitled, tell your Supervisor.

1.   PAYROLL reports

1.1.   Summary of Standard Changes

1.2.   Purpose

1.3.   Scope

1.4.   Responsibilities

1.5.   Definitions and Abbreviations

1.6.   Description of Standard

1.7.   Implications

1.8.   References

1.9.   Attachments